



State of Rhode Island and Providence Plantations  
**DEPARTMENT OF EDUCATION**  
Shepard Building  
255 Westminster Street  
Providence, Rhode Island 02903-3400

**E-VERIFY  
PROGRAM  
EMPLOYER**

Deborah A. Gist  
Commissioner  
**VACANCY NOTICE**

**AUGUST 25, 2010**

RHODE ISLAND DEPARTMENT OF EDUCATION  
DIVISION OF ACCELERATING SCHOOL PERFORMANCE  
OFFICE OF MULTIPLE PATHWAYS

**\*ADMINISTRATOR, ADULT BASIC EDUCATION & GED PROGRAMS**  
**\$74,373 - \$90,373**

**APPLICATION PERIOD:**

All resumes must be received or post-marked on or before **SEPTEMBER 7, 2010** or until position is filed.

**APPLICATION REQUIREMENTS:**

Mail resume, cover letter, and two current letters of reference to:

Office of Human Resource Development  
255 Westminster St.  
Providence, RI 02903

or email to: [lisa.vieira@ride.ri.gov](mailto:lisa.vieira@ride.ri.gov)

**PLEASE NOTE:**

Candidates selected for interview will be required to submit official transcripts.

**DUTIES AND  
RESPONSIBILITIES:**

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

*\*Subject to FTE approval and available funding*

*(Position is part of Local 2012, RIFT)*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**Telephone** (401)222-4600

**Fax** (401)222-6178

**TTY** 800-745-5555

**Voice** 800-745-6575

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**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  
**NONCLASSIFIED JOB DESCRIPTION**

**TITLE:** ADMINISTRATOR, ADULT BASIC EDUCATION AND GED PROGRAMS

**GENERAL STATEMENT OF DUTIES:** Incumbent is responsible for leading and supporting Federal, State and local education initiatives to ensure compliance with applicable laws, acts, rules, and/or regulations and providing technical assistance. Specific duties include leading and supporting a statewide adult education system; implementing reform; providing leadership to staff and outside agencies and serving on various committees and task forces.

**SUPERVISION RECEIVED:** Works under the direction of a supervisor with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to program and professional standards.

**SUPERVISION EXERCISED:** Responsible for leading the work of assigned staff. Incumbent establishes work plans, performance goals, performance coaching, and the development of assigned staff. Incumbent provides input into the performance assessment of staff assigned and/or in peer or colleague review, as appropriate in cooperation with Director or Supervisor.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:**  
Provides leadership in administering statewide policies and procedures for adult education program improvement and reform through technical assistance and by generating technical guidance documents for use by adult education programs or networks of programs to inform their efforts to meet federal and state policy and implement research-based effective practices.

Provides statewide leadership and involvement in the development of the state adult education system including the incorporation of integrated programming (education and training) for all interested adult learners.

Develops, advises, and informs federal and state legislation and regulatory policy.

Responsible for administering GED Programs, policy implementation and supervisor of GED test centers.

Leads and coordinates state efforts to secure federal resources and supports and serves as the primary contact for United States Department of Education, Office of Vocational and Adult Education and Division of Adult Education and Literacy regarding assigned issues.

Leads and administers grant programs.

Assists and supports inter-agency/inter-governmental collaboration and coordination.

Represents the state agency and assigned department with various publics to advance federal and state agenda and provides responsive public information regarding a wide range of policy, program, networking, due process and other technical topics.

Performs related work as assigned.

**REQUIRED QUALIFICATIONS:**

**KNOWLEDGE AND SKILLS:**

Knowledge of applicable federal, state and local laws, rules and regulations.

Knowledge of adult education reform and standardized and formative assessment.

Knowledge of program development and management.

Knowledge of grant writing, fiscal process requirements and budget management.

Knowledge of current educational research and effective practices, particularly in adult education.

Knowledge of various types of provider agencies, operations and strategic planning.

Skilled in creating work plans and coordinating the work of staff.

Skilled in conducting research and organizing information.

Skilled in working collaboratively.

Knowledge of principles of management, organizing, directing and evaluating effectiveness of programs.

Ability to motivate a small staff as well as a large complex service delivery system.

Knowledge and experience of the many facets of adult literacy systems, including issues of standards, professional development, accountability, resources, philosophies and methodologies.

Knowledge of financial management, budgeting, information systems and RFP processes. A strong and effective background in supervising professional staff, particularly educators, and in delegating responsibilities.

Demonstrated ability to manage multiple priorities without losing sight of vision and mission.

Excellent oral and written communication skills, including effective public speaking.

Demonstrated ability to work with a wide range of stakeholders.

**EDUCATION:** Master's Degree in Education or related field.

**EXPERIENCE:** Five years of education administration or related experience and/or any combination of knowledge, skills and experience that is substantially equivalent.

**Reasonable accommodations can be made for qualified individuals with a disability.**

**Revised: August 2010**